

REGULAR COURSE



5

THE NORMAL

REVIEW SYSTEM

OF Writing

Vertical Copies.

NAME _____

BY D. H. FARLEY & W. B. GUNNISON.
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SUGGESTIONS TO TEACHER.

The Body.—In writing great care must be taken that the body assumes a position which is perfectly healthful and natural. Any position which permits a strained or unnatural attitude will in time produce injurious results. The best position is that which

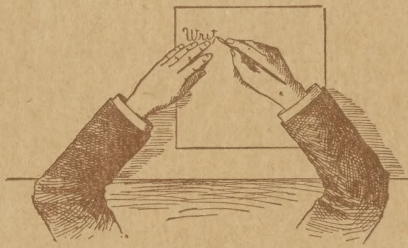


THE BODY.

places the body nearly erect and directly facing the desk, leaning slightly forward without touching the desk,—the arms being freely and equally placed on the desk, the left hand being

used to steady the book or paper, the feet resting squarely on the floor. This position will give necessary firmness.

The Book or Paper.—This should be at right angles with the direction of the written line, parallel to the front edge of the desk, the middle of the line being somewhat to the right of the middle of the body.



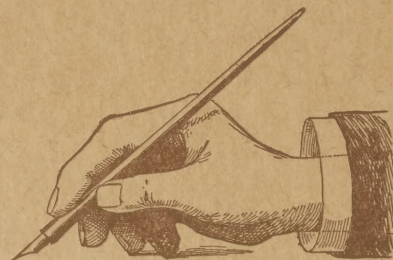
THE BOOK OR PAPER.

The Pen.—The pen should be held firmly between the thumb and the two fore-fingers. The fingers and thumb should be slightly bent, the first finger on the top of the holder about one inch from the point of the pen; the end of the thumb on holder opposite first joint of second finger. The second finger should drop a little to right of holder, so that the holder will pass opposite root of finger-nail. Rest upon nails of third and fourth fin-

gers, and separate these fingers slightly from the others at the first joint of the second finger. Do not rest upon the wrist or side of the hand. The holder should point in the general direction of the fore-arm, both points of the pen touching the paper equally. When the fingers holding the pen are moved easily and naturally, the line made by the point of the pen should be vertical (perpendicular),—this being one of the best tests as to the correctness of the position.

General Suggestions.

Correct movement, position, and pen-holding are better taught by example than by rule.



THE PEN.

The simplest exercises should be constantly practised from the first. Correct methods should be observed not alone during the *writing* period, but should be carried into *every branch* of the school work. Carelessness in form or position in an arithmetic or language exercise will undo much of the good derived from the careful teaching of a writing lesson. Require in *all written work* neatness, correct form, correct pen-holding, and correct position.

Insist that pupils write *across the page*, and not in columns down the page.

Be *definite* in your instruction. Indefinite instruction produces indifferent results.

The price of success in teaching writing is *enthusiasm* and *work* on the part of both teacher and pupil.

On demand. 11 Our country.

Call to-day. 22 Cash on hand.

Give freely. 33 Give and take.

At any rate. 44 Amount paid.

Easy terms. 55 Extra numbers.

On demand. || Our country.

Do not fail. 66 Dear brother.

Call to-day. 22 Cash on hand

Native born. 77 Now or never.

Give freely. 33 Give and take.

My dear sir. 88 Musical tones.

At any rate. 44 Amount paid.

Write easily. 99 Will you join?

Easy terms. 55 Extra numbers.

Very truly. 80 Voting place.

Do not fail. 66 Dear brother.

Unpaid tax. 70 Union forever!

Native born. 77 Now or never.

Yours truly. 60 Young people.

My dear sir. 88 Musical tones.

2, X, and Z. $\frac{1}{2}$ Quite complete

Write easily. qq Will you join?

Hand made $\frac{2}{3}$ Help the needy.

Very truly 80 Voting place.

Keep right. $\frac{3}{4}$ Kindly assist.

Unpaid tax 70 Union forever!

To-morrow. 2¢ Truly yours.

Yours truly. 60 Young people.

From date. \$1. Full measure.

2, X, and Z. $\frac{1}{2}$ Quite complete.

In due time ll Inquire within.

Hand made $\frac{2}{3}$ Help the needy.

form hands of just and true.

Keep right $\frac{3}{4}$ Kindly assist.

Paid in full. qt. Pay as you go.

To-morrow. 2¢ Truly yours.

Below zero. pt. Be kind to all.

From date. \$1. Full measure.

River bank ft. Read with care.

In due time lb. Inquire within.

Live wisely in Learn to write.

Join hands of just and true.

Spare time. #3 Sold for cash.

Paid in full. qt. Pay as you go.

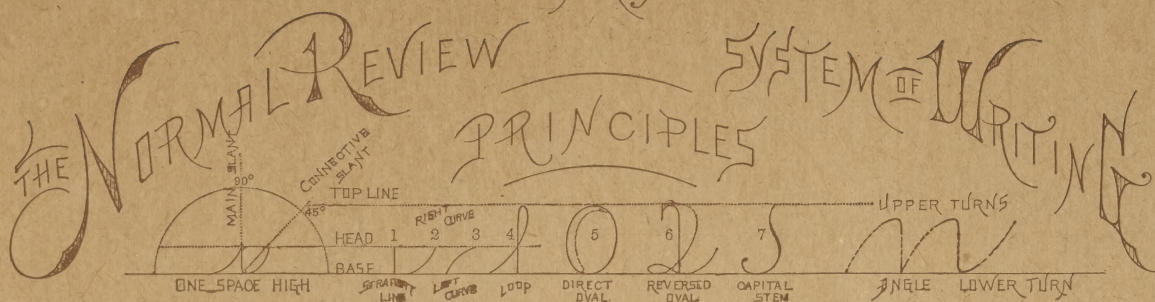
Below zero. ft. Be kind to all.

River bank. ft. Read with care.

Live wisely in Learn to write.

Spare time. #3 Sold for cash.

A KEY TO



SHORT LETTERS

u w m n v o a c e r s h

LOOP LETTERS

l b h k f p y q g z y g q

SEMI-EXTENDED LETTERS

t t l d d p p

1 2 3 4 5 6 7 8 9 0 + \$ c o i 2 ? T Y

+ - x ÷ =

DIRECT OVAL CAPITALS

O C G A D E

REVERSED OVAL

n m w v u y 2 z x

CAPITAL STEM AND OTHERS

H K J I S S l f P B R

BY
Farley & Kunnison



The Normal Review System of Writing.

PROGRESSIVE, SCIENTIFIC, PRACTICAL, EDUCATIONAL.

This system is the only one which recognizes the need of constant and systematic *Review*, and gives due prominence to the *Capital Letters* and to the figures of the *Arabic Notation*. It gives special attention to statements of *Historical* and *Scientific Facts*, and develops the writing of *Full Pages* of connected sentences.

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Business Forms, 1 Number.

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